

March 12, 2013



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
March 12, 2013**

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input checked="" type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Persons Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input type="checkbox"/>	Alderman Mike Norris
<input type="checkbox"/>	Wayne Thomas, Tullahoma News

Work Session Minutes

- 1. Meeting called to order at 4:30pm.**
- 2. Proposed FY 14 Budget and Coffee County Appropriation Request** – Sue Wilson reviewed the proposed FY 14 budget and Capital Improvement projects that will be considered in a work session with the Board of Mayor and Alderman on April 8, 2013. Karla Smith and Jon Glass will meet with Mayor Pennington and Commissioner Bricken regarding the Coffee County appropriation next week. The request will be submitted to the Coffee County Office of Budgets and Accounts shortly after this meeting. Sam Crimm was not present for the Work Session.
- 3. Work session adjourned at 5:00pm.**

Regular Meeting Minutes

Visitors: Sue Wilson (Finance Director for City of Tullahoma - Work Session), Bill Stuart (XP Services Hangar Construction) and Chris Rounds (North Hangar Lease Review).

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Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:05 pm.** Chairman Miller reported that the son (Alan) of Dr. Phillip and Theresa Patterson died in a Navy EA-6 plane crash yesterday. A photo of him will be hung in the terminal building and a tree will be planted adjacent to the terminal building in his memory.
- 2. Minutes for the January 8, 2013 meeting were approved** as written with the following correction. The first sentence in the other category was changed to Karla Smith, Jon Glass and Jimmy Chapman will make updates to the airport website over the next month.
- 3. Public comments** – No comments.
- 4. Treasurer's report** – Copies of the financial reports were provided to Board members. Karla Smith and Jon Glass will meet with Pat Williams regarding the hangar lease payment spreadsheet.
- 5. Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – The camera system was down for 24 hours due to a bad hard drive and monitor. P&M Security replaced both.

36 and 24 Threshold Markings – This work will be rescheduled for the Spring of 2013.

Parish/City/TAA Agreement – The 9/27 Study grant has been returned to TDOT for signatures and the local share has been paid. It will be a \$15,000 (95/5) grant with a local share amount of \$750.

6/24 Emergency Project Repair – The emergency repair was completed by Rogers Group on 12/19/12. Total project cost is \$6,000 with 95/5 funding from TAD. The executed grant was returned on 2/6/13 and the \$5,700 reimbursement was submitted on 2/7/13.

Maintenance Contract Reimbursement – A \$6,200 reimbursement was submitted to TAD on 1/17/13 and we received it on 3/8/13.

TAD Airport Inspection – Report was received on 12/17/12. A 120 day conditional license was issued due to trees at the approach end of runway 9 and 18. We still have an

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open tree clearing grant (16-0775) with \$9,100 remaining in it so the project can be completed without delay. The Harton family has given permission to remove trees at the approach end of 18. The Parish and Motlow family has given permission to remove trees at the approach end of 9.

Bids for this project will be opened at 11:00 am on 3/12/12 in the terminal building. MLS, Curl Construction, Arbor Tree Service, Brown's Tree and Stump Service and Breece Tree Service all picked up bid packages.

A motion was made and approved to accept the low bid at an average of \$10.31 per tree submitted by Curl Construction provided they submit the required Insurance certificate.

XP Services Ramp Expansion Project – PDC issued the Notice of Substantial Completion for the project on 11/30/12. Curl Construction used 40 of the 45 days allowed to complete the project. Payments 1 of 2 and 2 of 2 have been made to Curl Construction. Retainage of \$10,000 is being held until the project is complete. Bill Stuart reported that XP Services was soliciting bids for the metal hangar. It will have a 26 foot eave height (100 x 120 feet) and be ash gray in color. **A motion was made and approved** on the ash gray color for the hangar.

Northern Field Aviation Hangar Project – A grant request for \$500,000.00 with 95/5 funding was mailed to TAD on 2/12/13. The request for \$25,000 loan from TUB for the local share amount and letter of intent from Chuck Armstrong was submitted to TUB on 2/22/13.

NW Area Environmental Review – A grant request for \$95,600.00 with 95/5 funding was delivered to TAD on 2/7/13. The City will fund the \$4,780.00 local share amount for this project.

Runway 6/24 Approach Lighting – The project will be bid the first week in May and construction would start by the end of July.

TAD Scoping meeting 2/20/13 – Steve Upshaw suggested that the NW Taxiway Concrete Repair and Lighting, Amendment to this project and South Taxiway Light Repair be bid as 1 project. The Ramp Concrete Repair and South Ramp Drainage Repair project will also be bid as 1 project. All of these projects will be bid the first week of May with construction starting by the end of July.

NW Taxiway Concrete Repair and Lighting – The executed grant was returned to us on 1/14/13. Scoping meeting minutes from 2/20/13 are included for Board member review.

NW Taxiway Concrete Repair and Lighting (Amendment) – Waiting to receive the amendment from TAD. Scoping meeting minutes from 2/20/13 are included for Board member review.

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South Taxiway Light Repair – Scoping meeting minutes from 2/20/13 are included for Board member review.

Ramp Concrete Repair – Scoping meeting minutes from 2/20/13 are included for Board member review.

South Ramp Drainage Repair – The grant was received on 1/30/13. It has been returned to TDOT for signatures and the \$4,750 local share has been submitted. Scoping meeting minutes from 2/20/13 are included for Board member review.

NW Airfield Utility Project – Notice to Proceed was issued to Curl Construction on 12/28/12 and they have 120 days (4/27/13) to complete the project. Water line installation is complete. The pump for the sewer should arrive in about 10 days and then Curl Construction will start installation of the sewer line.

North Hangar Roof Leak – The grant amendment was received on 1/30/13. It has been returned to TDOT for signatures and the additional \$6,500 local share has been submitted.

North Hangar – A schedule for NAEC and TN Skydiving usage of the hangar is attached for Board member review. According to the terms of the Lease they do not have to get TAA permission prior to holding public events in the hangar.

Airfield Lighting – A TAD project request for this item will be available for Board consideration at the April meeting.

2013 Tennessee Air Tour – An e-mail update from John Haynes is provided for Board member review.

Eastern Aviation Quality Control Seminar – Jon Glass will attend the Seminar in Tunica, MS on April 3rd and 4th. Total estimated cost for travel, registration fees and hotel room is \$430.00.

Cargo Aircraft – The cargo shipments have slowed down since Christmas.

FUEL SALES

Fuel sales for the month of February 2013 were 5,166.83 gallons. This is a 2,945.72 gallon decrease in the 8,112.55 gallons sold in February of 2012. Part-time employment costs have been cut back since November 2012 for the winter months. Hours for the terminal building will be 8:00 am to 6:30 pm starting 3/10/13 when the time changes. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

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February 2013	AVGAS	AVGAS SS	Total
Gallons	1,597.35	1,301.08	2,898.43
Flow Fee	\$159.73	\$130.10	\$289.83
Pump Fee	\$798.67	\$390.32	\$1,188.99

February 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	270	876.4	1,122	2,268.4
Flow Fee	\$27.00	\$87.64	\$112.20	\$226.84
Truck Fee	\$27.00	\$87.64	\$112.20	\$226.84
Pump Fee	\$270.00	\$701.12	\$1009.80	\$1,980.92

Total AVGAS & Jet Gallons = 5,166.83

Total Flow Fee = \$516.67

Total Jet Truck Fee = \$226.84

Total Pump Fee = \$3,169.91

Total Part-Time Employment Cost = \$1,266.00

Jet Truck Fee Minus Rental = -\$373.16**Pump Fee Minus Employment Cost = +\$1,903.91****FUEL PRICES**

3/5/13	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.19		\$5.19			\$5.98
AVGAS FS	\$5.44	\$5.39	\$5.19	\$5.20	\$6.00	\$6.18
Jet	\$5.37	\$4.64	\$5.02	\$4.95	\$4.90	\$5.29

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
February 2012	8,112.55
February 2011	2,918.6
February 2010	6,237.5
February 2009	6,637.8
February 2008	6,637.8
February 2007	8,972.5

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February 2012 OPERATIONS

Single Engine Based	160
Multi Engine Based	44
Jet or Turboprop Based	104
Single Engine Transient	76
Multi Engine Transient	40
Jet or Turboprop Transient	44
Military	28
Total	496

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. FAA will complete the paperwork to remove it from the approach plates. They will let us dismantle and remove the SDF after 5.2.13.

NDB – OTS entire month. Jimmy Chapman will travel to Sparta to get the NDB parts at Don Hall's house the week of March 11. We will then sign the \$200 per month maintenance agreement with Elger Holland to maintain the NDB.

VOR – No problems or outages for February 2013.

AWOS – No problems or outages for February 2013.

Veeder Root Fuel System – No problems or outages for February 2013.

RUNWAY AND TAXIWAY LIGHTS – One broken taxiway and runway light fixture repaired.

REILS AND PAPI – Bill Beggs said he would return to the Airport by March 15, 2013 to fix the 24 REILS. FAA did a flight check on runway 18/36 PAPI's. The 18 PAPI's were taken out of service due to trees. A NOTAM has been filed.

HANGAR RENT/INSURANCE

OVERDUE RENT – This item was covered during the Treasurer's report.

EXPIRED INSURANCE CERTIFICATE – 45 of 51 hangar owners have current insurance certificates on file.

OTHER – Changes in based aircraft, runway 6/24 width and weight bearing capacity for 6/24 have been accepted by FAA in Washington DC. Airnav.com should publish these changes in the next 6 weeks.

Information for local hotels and restaurants, hours of operation and local attractions has been sent to Winston Brooks for the Airport website. Information for cargo operators will be sent soon.

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AIRPORT MARKETING/PRESENTATIONS – Jon Glass gave Clay Banks with TN ECD and Diane Bryant an Airport tour and power point presentation on 3/5/13.

SUGGESTION BOX – No suggestions as of 3/5/13.

6. Old Business:

- A. Parish/City Agreement Committee Update**– Dennis Hyde reported that we are waiting for the signed grant from TDOT before proceeding with the 9/27 study.
- B. RTTF Committee Update** – Sharon Tinkler will contact Bob Minter with AOPA regarding other Airports that have RTTF agreements in place.

7. New Business:

- A. North Hangar Lease Review (per lease agreements)** – Chairman Miller reported that the North hangar lease agreement had a clause to review the terms after one year. Chris Rounds asked the Board to consider moving the due date of rental payments from the 5th to the 10th day of the month. TN Skydiving did not submit any written suggestions. **A motion was made and approved** to prepare a Lease addendum for both parties moving the due date to the 10th of the month.
- B. Re-paint the Compass Rose** – Chairman Miller reported that Antonio More and several friends volunteered to re-paint the compass rose. **A motion was made and approved** to fund \$250 for paint and supplies for the project.
- C. Traffic on the Ramp** – Dennis Hyde inquired if there was any policy on vehicle traffic on the ramp. After discussion it was decided that an e-mail would be sent to based customers about vehicle traffic on the ramp.
- D. Annual Election of Officers** – Sharon Tinkler and Chairman Miller were nominated for the Chairman position. Sharon Tinkler was elected Chairman in a 4 to 3 vote. Jim Apple was elected Vice-Chairman, Karla Smith was elected Treasurer and Sam Crimm was elected Secretary.
- E. Other new business** – **A motion was made and approved** to adopt the FY 14 budget as presented by Sue Wilson in the Work Session prior to the meeting. Sharon Tinkler will conduct a phone survey of hangar rental rates and waiting lists at other Middle TN Airports to check demand for new hangar construction. Jim Apple reported that the EAA Chapter would discuss making some improvements to the

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Tetrahedron and report back to the Board. The Young Eagles event will be held this Saturday.

8. Alderman Norris was not present for the meeting.

9. Meeting was adjourned at 6:00pm.

Submitted on 3/15/2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting